



Information Privacy and Security Council (IPSC)

Meeting Minutes

August 18, 2010

Kalanimoku Building 1151 Punchbowl Street Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
---	---	---	---

MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul	City and County of Honolulu
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Mau-Shimizu, Patricia	House (Senate Appointee)
Merez, Gino (Designee)	Dept. of Health
Norman, Nyree (Designee)	County of Kaua'i
Stathis, Christopher	Judiciary
Tsuchiya, Burt	County of Hawai'i
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Decasa, Meliton Jr.	Dept. of Education
Tseu, Andrew	Dept. of Health

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD

Call to Order – Welcome

Russ Saito, Chair

The meeting was called to order at 13:03.

Approval of previous meeting minutes

Russ Saito

Motion to approve the minutes was made by member Keane and seconded by member Yong.
The minutes were unanimously approved.

Reports from IPSC Investigative Committees

- Executive Summary collection and report

Todd Crosby

- o DOD has submitted their report
- o Still missing reports from DOE and DLIR (member Keane to follow up), DBEDT (member Yong to follow up).
- o Next yearly report is due Sept 30, 2010, per the Act.
- o Chair Saito will send out another reminder memorandum for these three agencies to submit last year's reports.

- **Distribution and collection of Agency PII annual reports and Summary Report to Legislature** Andrew Tseu

Member Tseu was absent and no report was given.

Per the Act, the Council needs to collect and prepare the next annual report.
- **Collection of Agency Designees for Policy and Oversight for the Protection of PII** Todd Crosby

 - Member Stathis will follow up on the Judiciary designee.
 - Member Tsuchiya will follow up for missing Hawai'i County designees. He has sent out a reminder memo and is awaiting responses
 - Member Verkerke will follow up on missing Maui County designees. He reports still missing two from the Legislative branch.
- **Investigation Of Best Practices, Automated Tools, and Training** Jodi Ito

Document has been publicly posted on the IPSC Web Site. Discussion took place for future enhancements to the document. Chair Saito would like to see the outcome from the Digital Photocopier / Multi-Function Devices Investigative Committee added to this document and also noted that it should be placed into the Council's standard document template.
- **Breach Policy Guidelines & Personal Information Best Practices** David Keane

Discussion took place for future enhancements to the document.

 - The Council felt that we should review the document once per year or as trends and laws change.
 - A question arose on if breach notification was reviewed and enacted by each agency and what the Council responsibilities are. Member Keane will review and make a recommendation at the next meeting.
- **Social Security Number (SSN) Protection** Jodi Ito

 - Discussed how SSNs are not as unique in Hawai'i due to limited uniqueness of the first 5 digits.
 - Member Ito needs the numbers that Council members collected from last year's questionnaire on the State systems containing PII. It was agreed that members would submit the information to her before the next meeting.
 - Member Ito recommended that the Council endorse the removal in statute that allows use of the SSN last 4 digits and perhaps better define how and when SSN can be used. Concerns were discussed for agencies that don't have an alternate unique number in place for staff. Member Ito will look for case studies of other states' solutions to this issue and the costs they incurred in their change-out.
 - Chair Saito noted that all Executive Branch employees have a unique employee number. Member Ito noted this is also true for UH employees. Member Mau-Shimizu noted that the Legislative Branch does not have them.
- **Best Practices for Digital Photocopier / Multi-Function Devices** Mel Decasa

 - No update from committee.
 - Member Mau-Shimizu requested that the ICSD developed document be sent by the Chair to procurement to incorporate into standards. Members unanimously agreed.

- **Template for Breach Notification**

Jodi Ito

Discussion about the template that was previously distributed to members for review took place. Comments due in two weeks from the Council members and member Ito will provide a revision by next meeting.

Announcements / New Business

Council

- Member Keane requested that an agenda item be added next month for a report from the Human Resource Privacy Guideline Investigative Committee.
- Member Ito announced that the Hawai'i Statewide P-20 organization is working on convening a data governance organization. The DOE and DLIR want to statistically track how students do in the education system and if it ends up in the student getting a job. Data collected will be strictly for research purposes. They are trying to come up with data governance for this effort covering the entire State. They question if security and access guidelines and policies should come up from the IPSC. Motion to add this topic to next month's agenda by member Ito was moved by member Lim, seconded by member Keane and unanimously approved.
- Member Ito announced that UH is doing an e-Waste collection event in October. Council concerns about proper data scrubbing requirements will be included on the notifications sent out.
- Member Keane announced that civilbeat.com published names, positions, and salary ranges of many State workers this morning, and will be adding more agencies soon.

Adjournment

Russ Saito

A motion to adjourn was made by Chair Saito, so moved by member Ito and seconded by member Au. With all in favor, the meeting was adjourned at 13:50.

Next meeting date is September 15, 2010 from 1:00 PM to 4:00 PM

9/23/10

Date

Respectfully Submitted,

Russ K. Saito

Russ K. Saito, Chairperson

Information Privacy and Security Council